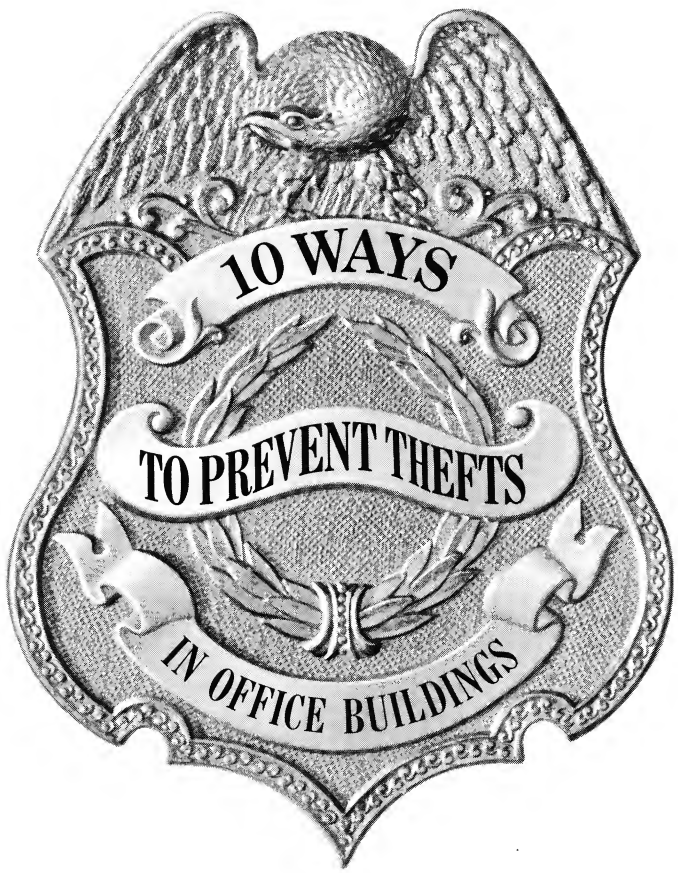
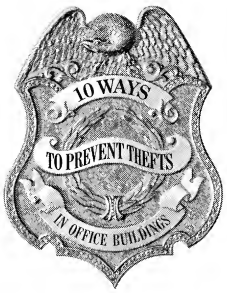
If you wish additional copies of this building security guide, or information about ABM's building security services, call your local American Building Maintenance Co. manager, or write American Building Maintenance Industries, 335 Fell Street, San Francisco, California.

ABM's Guide to Building Security



AMERICAN BUILDING MAINTENANCE INDUSTRIES is America's largest contract maintenance organization, serving business and industry in 76 communities in 13 states and two Canadian provinces.



Recently, Sgt. Peter Bishonden of the Los Angeles Police Department addressed the Associated Building Managers of Los Angeles on "Thefts with Relation to Office Buildings." After Mr. Bishonden's talk, it occurred to us that this information might be helpful to our clients and friends. We believe the following check list can be valuable in reducing the incidence—and cost—of thefts in office buildings, or other business properties.

1 LIGHT CAN PROTECT. A thief is less likely to venture at night into a building that is well illuminated. In the thief's view, someone may still be working. In any case, there will be less opportunity to hide from a watchman. Additional lighting should be installed if a review indicated dangerous darkness exists in your building.

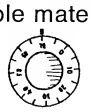
2 POOR LOCKS ARE NO LOCKS. Security experts should be asked to check the locks now in use. Poor locks are worse than none. They give the illusion of safety—but keep no one out. Especially the professional thief.

3 WINDOWS CAN BE DOORS. Where windows could allow entrance—near fire escapes, on the first floor—they should be barred.

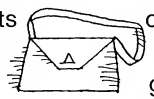
4 SERIAL NUMBERS ARE IMPORTANT. If a theft of expensive office equipment does occur, chances of recovery—and of aiding police in establishing guilt—are greatly improved when duplicate copies are kept of all serial numbers.

5 PROMPT INVENTORY HELPS. Even where serial numbers are not available, an inventory of stolen items will aid police in tracing lost property and recovering it. Most effective is a continuing—and current—inventory of valuable property, against which losses can be checked.

6 SHOW WINDOWS INVITE THEFT. The "break and run" thief may not stay around long, but he can take a great deal in a few moments from a shop window that invites theft by displaying valuable goods, easily turned into cash, after the business day. Warning systems help; care in clearing or barring windows at night is a greater help.

7 GOOD SAFES HELP. Where extremely valuable materials must be kept on the premises, fire resistant and **burglar resistant** safes are often a reasonable investment in safety. 

8 WATCHMEN MUST KNOW THEIR JOBS. A conscientious watchman should be trained and should be educated in his responsibilities.

9 PETTY THEFTS CAN MOUNT UP. In Los Angeles, more than 500 thefts of purses from offices are reported each year.  Many more probably go unreported. Working girls should be urged to avoid bringing valuable jewelry to the office and to carry no more money than they need each day.

10 DAYLIGHT THEFTS CAN GO UNSEEN. Perhaps the most frustrating thefts are those carried out in broad daylight, within sight of many people. Someone should be responsible for checking the authority of anyone who attempts to leave the building carrying typewriters, adding machines or other valuables.